

# HOLMES

COMMUNITY COLLEGE



## DISTRICT BULLETIN

GOODMAN • RIDGELAND • GRENADA

2011-2012

## **Amendment II 2011-2012 Holmes Community College Bulletin**

### **Page 49 – Admissions Requirements and Procedures has changed as follows:**

1. The student must have earned 14 core high school units such as English, mathematics, science, social science, or foreign language and/or have a high school junior status, or the student must have scored a minimum composite ACT score of 30 or the equivalent SAT score.

### **Page 105 - The Holmes Community College District Policy on Satisfactory Academic progress for Federally Funded Financial Aid has been changed as follows:**

#### **Title IV Financial Aid Satisfactory Academic Progress Policy** **(Effective Fall 2011)**

To be eligible for student financial aid, you must meet Satisfactory Academic Progress standards. The Financial Aid Office has established guidelines (based on federal regulations) for evaluating your progress, taking into consideration both your cumulative GPA and the number of hours that you have attempted since you have been in school. The Financial Aid standards of Satisfactory Academic Progress are not exactly the same as the academic standards of the college. Acceptance for admission does not necessarily indicate that Satisfactory Academic Progress guidelines have been met for Financial Aid.

Satisfactory Academic Progress is not measured until a student has attempted at least 6 hours and is calculated at the end of every semester. Students may continue to receive financial aid while meeting the minimum standards for Satisfactory Academic Progress.

Satisfactory Academic Progress standards apply to the following Title IV federal financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Loan Program

#### **Students Receiving Federal Financial Aid Must:**

1. Complete a minimum percentage of hours attempted with passing grades
2. Maintain a minimum cumulative grade point average (GPA); and
3. Complete a diploma or degree program within a maximum time frame

Hours Earned and Grade Point Average Required for Eligibility		
If you have attempted total hours within this range...	Your Cumulative GPA should be at least...	Your Completion Rate Percentage should be at least...
0 – 30	1.75	50%
31 – 48	1.75	67%
49 and above	2.00	67%

Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid was received during past enrollment. It includes transfer hours, withdrawal hours, incomplete hours, repeated hours and developmental hours. Attempted hours include all HCC and transfer hours in which the student has enrolled. Earned hours include all HCC and transfer hours completed with a passing grade. The formula for calculating the completion rate is: Earned Hours/Attempted Hours.

Example A: A student has attempted 42 credit hours and successfully completed 36 of those hours, dropped 3 hours and failed 3 hours. Their completion rate will be 36 hours earned divided by 42 hours attempted which equals 85.7% completion rate. Therefore, the student has then met the measurable progress component of this requirement.

Example B: A student has attempted 42 credit hours and successfully completed 20 of those hours, and has either dropped, failed, repeated, has an incomplete, or has withdrawn from the other 16 hours. Their completion rate would be 20 hours divided by 42 hours attempted which equals only a 47.6% completion rate. Therefore, the student has not met the measurable progress component of this requirement.

### Maximum Time Frame for Eligibility

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree. (This is generally 93 attempted hours.) Students who have changed majors, or are considering changing majors, are encouraged to communicate with the Office of Financial Aid any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those students considering changing to a Career/Technical major. These circumstances will be considered and an extension may be granted for a limited time based on appeal. Once a student earns an associate degree from HCC, they are not eligible to participate in federal financial aid programs without an appeal and a graduation plan.

### SAP Review and Notification

- Academic progress is reviewed at the end of each term to determine compliance with the grade point average (GPA), completion rate and maximum time frame standards.
- Students who fail to meet satisfactory academic progress standards will be notified in writing and their status will be updated for view in the Doghouse.
- Student who fail to meet the GPA and completion rate standard for the first time are automatically placed on probation
- Students who fail to meet the maximum time frame standard for the first time are automatically placed on suspension.
- It is the student's responsibility to be familiar with SAP and to monitor his/her progress each term.

## Financial Aid Probation

Students are placed on Financial Aid Probation if:

- Their completion rate is below the minimum standard
- Their cumulative GPA is below the minimum standard
- They have been approved by appeal due to mitigating circumstances

Because students must demonstrate “progress” in the GPA and completion rate, the Minimum Standards for Students on Probation are:

- Must earn a 2.0 GPA for all hours attempted during the probationary term
- Must not receive any withdrawn, failing, or incomplete grades

If a student has failed to meet the cumulative GPA and completion rate standards, but has met the minimum standards for probation and/or the conditions of the appeal, the student may retain financial aid eligibility under a “continued probation” status.

## Financial Aid Suspension

Students are placed on Financial Aid Suspension if:

- Their cumulative GPA remains below the minimum standard after probationary status
- Their completion rate remains below the minimum standard after probationary status
- They fail to complete the requirements (GPA and completion) for courses taken during the probationary term approved by appeal
- They have reached the 150% maximum time frame for completion of a diploma/degree

## Reinstatement

Students who have been suspended from financial aid may have their eligibility for aid reinstated by:

- Enrolling at HCC without financial aid and passing sufficient hours to meet minimum standards for GPA and completion rate or
- Being approved through the appeal process.

**NOTE:** Students who have exceeded the maximum time frame may only be reinstated by the appeal process.

## Appeal Process

A completed appeal form must be submitted to the financial aid office. The form may be obtained in the Financial Aid Office or printed from the HCC website. The appeal will be reviewed and determined whether the suspension is justified. Only exceptional circumstances or an improved academic record will be considered. The student will be notified in writing and by email of the decision made within 10 business days of receiving the appeal. Students whose appeals are approved will be placed on financial aid probation and may be given an academic plan which they must follow. This plan will assure that they will be able to complete their degree with the timeframe to meet SAP. If you are denied aid based on your academic progress, that denial takes precedence over any previous award notification you may have received.

Return the appeal along with any supporting documents by:

Fax to (662) 472-9170

Submit to any campus Financial Aid Office

**Page 149 – Health-Related Professions  
Pre-Occupational Therapy**

Add a three hour "Elective" to the Second Semester of the First Year as well as the First Semester of the Second Year. Also, add MAT 1313 - Statistics to the Second Semester of the Second Year.

**Page 176 - Generic Evening/Weekend Track**

Add "Grenada Only" to the title and change the statement to read "A&P I & II must be completed prior to applying to the ADN Program."

**Page 177 – Option One – 12 Month Program**

Remove from Prerequisites: "and evidence of 500 hours of work as an LPN on a hospital medical/surgical unit."

**Page 181 – Progression Statement has been changed as follows**

Students must make a "B" or better on all required nursing courses and a "C" or better on all required science courses and nutrition. . . . .

A student making a "C" or below in one nursing course is automatically excluded from the Associate Degree Nursing Program and must apply for re-admission to the Holmes Community College Associate Degree Nursing Program if he/she wishes to return.

**Page 181 – Progression Statement**

The following statements have been added to the end of the Progression Statement and above the Grading Scale:

**Application**

The application process is on-line through the Holmes Community College web site.

Applications for the generic track for the fall and summer semesters are available on February 1.

Applications for the spring semester track are available September 1. Applications are available for a limited time, usually thirty to forty-five days.

**Prior Enrollment in Nursing Courses/ Readmission Limitations**

Any student who has been previously enrolled in any nursing program must contact the Administrative Assistant or Director of the Holmes Community College Associate Degree Nursing Program.

Students who have been withdrawn from, voluntarily withdrew from, or were unsuccessful in any nursing or practical nursing course have one opportunity for readmission. Students with two (2) withdrawals or failures from any nursing or practical nursing course are not eligible for readmission.

**LPN Readmissions**

If an LPN in Option I or Option II is not successful in a nursing course, then they must apply for readmission to the program as a generic student.

### Completion of the Program

Students who failed a nursing course or who withdraw from a nursing course are withdrawn from the nursing program and may apply for readmission. The student must complete the course of study within 1 ½ times the length of the program as set forth through regulations by the Mississippi Institutions of Higher Learning.

### **Page 181 – Associate Degree Nursing Grading Scale has been changed as follows:**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 59

### **Page 184 – Automated Systems Technology**

Remove ENT 1114 – Graphic Communication from First Year, First Semester and add Approved Technical Elective – 3 hours. Total hours are now 17 for that semester.

### **Page 195 – Conservation Law Enforcement Technology**

Add “OR Forest Measurements – FOT 1114 to Silviculture II – FOT 2624.”

### **Page 215 – Paralegal Technology**

Add “OR English Composition II – ENG 1123 to Mechanics of Communications – BOT 1713.”  
Add LET 2523 – Bankruptcy to the approved elective options.

### **Page 237 - Graphics and Drawing**

GRA 1153 – Graphic Communication II has been removed.

### **Page 249 – MUS 1133 – Fundamentals of Music and MUS 1214 – Music Theory I have been changed as follows:**

Prerequisite: Music Placement Test II. A score of 0-49 will require students to enroll in both MUS 1133 - Fundamentals of Music and MUS 1214 - Music Theory I. A score of 50 or above will allow students to enroll in MUS 1214 - Music Theory I without MUS 1133 - Music Fundamentals.

### **Page 252 – NUR 2123 – Pharmacology.**

NUR 1229, 1326, or 1226 have been removed as prerequisites and NUR 1119 has been added as a prerequisite.

**Page 284 - ENT 2364 – Computer Numerical Control**

ENT 1114 has been removed as a prerequisite.

**Page 299 – OTA 1142 – Wellness Systems**

This course has been removed from the bulletin.

**Page 305 – SUT 1113 and SUT 1216 have been changed as follows:**

SUT 1113 – Fundamentals of Surgical Technology (Co-requisites: All 1<sup>st</sup> semester courses)  
(Prerequisites: CPR-Health Care Provider).

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships and biomedical sciences. Three lectures. Three hours credit.

SUT 1216 – Principles of Surgical Technique (Co-requisites: All 1<sup>st</sup> semester courses).

This course is a comprehensive study of aseptic technique, safe patient care, anesthesia, pharmacology and surgical techniques. Two lectures. Eight hours laboratory. Six hours credit.

**I certify the above amendment true and correct in content and policy.**



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10-28-2011

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Dr. Fran Cox, Vice President for Academic Programs

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Date